

MILESA C. MARSADO



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NICK FREDDY R. BELLO

Head, Accounting Office
Visayas State University

Dear sir Bello,

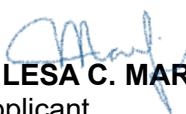
A pleasant day!

I am writing to formally express my interest in the Accounting Office vacancy recently posted in the Human Resource Information System (HRIS).

My name is Milesa C. Marsado, and I am currently employed as a Clerk while serving as the designated dDRC of the Department of Agronomy. For the past four years, I have held this position as a Job Order employee, gaining meaningful experience in administrative operations and departmental coordination. Prior to this role, I served at the Local Government Unit of Asturias, specifically under the Municipal Environment and Natural Resources Office (MENRO), for nearly three years. During my time there, I was assigned as the Pollution Control Officer (PCO) for both the Infirmary and the Birthing Clinic. This opportunity allowed me to deepen my expertise in administrative functions and engage in a variety of environment-related initiatives. Through these professional experiences, I have developed a strong foundation of knowledge and practical skills that I am excited to share with future colleagues, contributing to a collaborative and high-performing workplace.

Upon review of my submitted documents, I am confident that you will find my qualifications align well with the requirements of the position. Should you have any questions or require additional information, please feel free to reach out to me at milesa.marsado@vsu.edu.ph.

Thank you for your consideration and time.


MILESA C. MARSADO
Applicant